

e2i & C&W Recruitment Fair

@Changi Simei Community Club

JOB LISTING BOOKLET

Date: 7 September 2026
Time: 10am to 4pm



As part of our effort to save the environment,
please return this booklet at the exit after you
have completed all interviews.

About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg

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#1 C&W Services (S) Pte Ltd

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Facility Manager	<u>Job Description:</u> • Be accessible for escalation of all FM related issues daily report to the Operations Lead. • Take rounds of the facility regularly to identify issues in Housekeeping, Maintenance, Cafeteria etc and initiate immediate rectification actions. • Define maintenance and repair needs based on site conditions. • Review contracts and scopes of work for specialist sub-contractors. • Identify and procure required hand tools and equipment. • Develop planned preventive maintenance (PPM) schedules. • Set work schedules, shift arrangements, and deployment plans. • Establish safety and quality assurance (QA) programs with supporting training. • Implement FM operations including staff onboarding, vendor coordination, and documentation. • Monitor FM performance and ensure compliance with contractual obligations. • Oversee procurement (quotation, PO, invoice, accrual etc.) and prepare budget and assists in the preparation of operating budgets. • Standardize operational procedures, reporting protocols, and communication processes. • Conduct performance reviews and ensure compliance with safety and quality standards. • Work with related stakeholders and associated supporting teams and collaborators (including advisers, vendors, and other subject matter experts), to oversee, support and deliver the assigned range of site related outcomes and service. <u>Job Requirement:</u> • Diploma/Degree in Facilities Management, Engineering, Building Services, or related field. • Minimum 5–8 years of experience in Facilities Management or building operations. • Strong knowledge of maintenance planning, PPM, and building systems (M&E, HVAC, etc.). • Experience managing vendors, contractors, and service providers. • Good understanding of contract management and scope of work review. • Familiar with procurement processes (RFQ, PO, invoicing, budgeting). • Knowledge of workplace safety, QA standards, and compliance requirements. • Proven ability to lead teams, manage shifts, and deploy manpower effectively.	• 5 days • 9am – 6pm • Full time /Contract • Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Property Manager	<u>Job Description:</u> • Lead a team of property officers and work closely with the Member of Parliament and grassroots leaders in the management of the common areas of the public housing estates. • Manage the team in achieving key performance indicators as required in property management and compliance to relevant government regulations. • Work closely with the various grassroots organizations and government agencies on projects to enhance the living environment. • Plan and implement the Town Councils' improvement programmes and exercise prudent budgetary control. • Engage, manage residents' feedback and to carry out random call back service to residents when the feedback is resolved. • Assist the PR Team and grassroots leaders to organize grassroots activities. • Attend MP's house visits, grassroots and project meetings after office hours when required. • Attend to urgent cases referred, grassroots leaders and EMSU. • Do cross audit of estate inspections, arrears visitations and special duties when assigned. • To be Secretary of assigned subcommittee and follow up on the various projects and as and when special duties assigned. • Assist General Manager in managing the Town Council and complying with Town Council's governance and achievements. • Perform any related duties as required and directed. • Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. <u>Job Requirement:</u> • Proven track record as a PO or SPO in township management. • Demonstrate positive service attitude and good track record of serving residents and grassroots organizations. Compliments received by residents or GRLs will be an advantage. • Able to communicate and connect well with external stakeholders and internal customers. • Demonstrate good teamwork and willing to assist new colleagues. • Diploma in Building, Building Maintenance/ Management, Facilities Management, or other approved qualifications preferred but not mandatory.	• 5 days • 9am – 6pm • Full time /Contract • Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
BMS Engineer	<u>Job Description:</u> • Support BMS project execution from design to handover. • Plan site activities, monitor progress, and resolve technical or site issues. • Attend site meetings and provide progress updates. • Develop control strategies, control schematics I/O lists and network architecture. • Prepare technical submissions, shop drawings, and as-built documentation. • Perform Niagara (Tridium) programming including logic development, graphics creation, alarms, trending, and dashboards. • Integrate third-party systems via BACnet, Modbus, and TCP/IP. • Configure DDC controllers, field devices, and BMS servers. • Support BMS migrations and technology refresh projects. • Carry out system commissioning and plant optimization. • Perform system tuning to improve performance and energy efficiency. • Prepare commissioning reports, test records, and as-built drawings. • Develop O&M manuals and training materials. • Conduct training system for clients and facilities management teams. • Support project handover and Defect Liability Period (DLP). • Provide troubleshooting and technical support for live BMS systems. • Support maintenance teams during breakdowns or system upgrades. <u>Job Requirement:</u> • Degree or equivalent relating to mechanical or electrical engineering or related technical discipline. • Preferably with certification of Energy Auditor / SCEM / GMAP / LEED / WELL. • Willing to travel and perform hands-on work at project sites. • Have more than 5 years of experience in relevant field.	• 5 days • 9am – 6pm • Full time /Contract • Location: 469001
Building Technician	<u>Job Description:</u> • Provide front line engineering support for M&E and building services. • Attend to breakdowns, servicing, repairing and emergency requests. • Manage fire command center system like BMS, Fire Alarm and ACMV system etc. • Good hand on skill for corrective work action for M&E system. • Ensure work is done properly and sign off service report with name and date. <u>Job Requirement:</u> • NITEC or Diploma in Facilities Management / Mechanical Engineering / Electrical Engineering / Building Services or equivalent. • Minimum 2 years of relevant facility management experience or equivalent.	• 5.5 days • 9am-6pm (Mon to fri) • 9am-12pm (Sat) • Full time / Contract • Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Cleaner	<u>Job Description:</u> - Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning and etc.) - Performing and documenting routine inspection and maintenance activities. - Carry out heavy cleaning tasks whenever required. - Cooperate with rest of the staff. - Follow all health and safety regulations. <u>Job Requirement:</u> - Possess prior cleaning experiences.	5.5 days 9am-6pm (Mon to fri) 9am-12pm (Sat) - Full time / Contract - Location: 469001
Cleaning Supervisor	<u>Job Description:</u> - Adhere strictly to cleaning schedules and complete tasks within stipulated time. - Minimize wastage and ensure efficient usage of cleaning consumables. - Support HQ's direction in increasing manpower productivity and minimizing costs. - Adhere strictly to cleaning SOPs and time schedules. - Improve personal work competency and meet company stipulated cleaning benchmarks. - Communicate with immediate supervisor on challenges faced. - Attend and pass all required training modules. - Comply strictly with all company stipulated safety procedures and protocols. - Report all unsafe work conditions and defects promptly. - Ensure that all feedback given by customers are relayed to immediate supervisor. - To maintain professional conduct with customers at all times - Ensure adhoc instructions by supervisors are promptly attend to at all times. <u>Job Requirement:</u> - Degree / Diploma in Building Services / Facilities Maintenance or Mechanical / Electrical Engineering or equivalent. 2 to 3 years relevant experience in property / estate / facilities management or building / facilities maintenance. - Knowledge in building works and facilities management - Possess good communication skills in liaising with both internal and external stakeholders.	5 days 7am-4:30pm (Mon to Thur) 7am-4pm (Fri) - Full time/ Contract - Location: Islandwide
Customer Service Officer	<u>Job Description:</u> - Professionally manage incoming and outgoing calls by providing accurate and consistent information. - Ability to communicate clearly and manage customers' feedback. - Organized and able to multi-task in fast paced environment. - Maintain good delivery service. - Perform administrative tasks assigned. - Any other ad-hoc duties as assigned. <u>Job Requirement:</u> - Preferably O' levels and above.	5 days 44 hours - Full time/ Contract - Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Prior experience of the Contact Centre environment will be an advantage. - Ability to operate in a fast-paced environment. 8-hour rotation shifts (with night shift allowance).	
Electrical Engineer (LEW License)	Job Description: - Maintenance & Reliability: Plan and execute electrical shutdowns, perform preventive maintenance, and ensure system reliability. - Systems & Compliance: Inspect and maintain lighting/lightning systems while ensuring safety and regulatory compliance. - Project Management: Lead electrical projects end-to-end, managing timelines, budgets, resources, and stakeholders. - Troubleshooting & Support: Diagnose electrical issues, provide technical guidance, and train staff for basic onsite work. - Team, Vendors & Clients: Supervise contractors, mentor team members, and engage clients through reports and presentations. Job Requirement: - Valid LEW Grade 8 (EMA Singapore) with minimum 5 years in industrial/commercial electrical systems. - Strong troubleshooting, project management, and team leadership experience. - Good communication skills, knowledge of local regulations, and willingness to work during shutdowns (weekends/holidays).	5 days 9am – 6pm - Full time /Contract - Location: 469001
Facilities Coordinator	Job Description: - Coordinate the facilities management service, which encompasses hard and soft services following environmental safety guidelines. - Participation in any Team Meeting and coordination of minutes. - Deliver on going performance and compliance reporting to all stakeholders, following contract and corporate obligations in conjunction with the sub-regional lead. - Raise work orders, adjust maintenance schedules and sign off work permits to optimize and maintain the work schedule. - Delivery services and activities in line with budget and reporting requirements. - Coordinate site operations to ensure continuity of FM services with minimum disruption to the client's business operations. - Coordination of monthly reports. - Comply with our company's systems. Job Requirement: 2+ years of experience in facilities management or a similar role. - Knowledge of compliance, safety, and maintenance regulations. - Strong organizational and problem-solving skills. - Proficiency in MS Office and FM software/tools.	5 days 40 hours - Full time /Contract - Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Ability to manage vendors, budgets, and reporting tasks.	
Facilities Executive	<u>Job Description:</u> - Supervise site operations to ensure contractual service delivery standards are met. - Support the Facilities Manager in site supervision, planning, and execution of works and services. - Manage site measurements, records, and uploading field data into FM systems. - Coordinate contractors, vendors, and specialists for maintenance and repair works. - Conduct regular inspections to ensure compliance with safety and operational requirements. - Prepare inspection reports and maintain proper documentation. - Handle correspondence with clients and service providers professionally. - Manage client-appointed nominated subcontractors. <u>Job Requirement:</u> - Diploma or Degree in Facilities Management, Engineering, Building Services, or a related discipline. - Minimum 2–5 years of relevant experience in facilities management, site supervision, or building maintenance. - Proven ability to supervise site operations and ensure compliance with contractual service standards.	5 days 40 hours - Full time /Contract - Location: 469001
Facilities Manager	<u>Job Description:</u> - Establish a team of FM experts for operational analysis. - Define maintenance and repair needs based on site conditions. - Review contracts and scopes of work for specialist sub-contractors. - Identify and procure required hand tools and equipment. - Develop planned preventive maintenance (PPM) schedules. - Design the FM organizational structure and phase-in plan for site personnel. - Set work schedules, shift arrangements, and deployment plans. - Establish safety and quality assurance (QA) programs with supporting training. - Implement FM operations including staff onboarding, vendor coordination, and documentation. - Monitor FM performance and ensure compliance with contractual obligations. - Oversee procurement and handling of spare parts, tools, and equipment. - Standardize operational procedures, reporting protocols, and communication processes. - Conduct performance reviews and ensure compliance with safety and quality standards. <u>Job Requirement:</u> - Proven leadership and analytical skills in Facilities Management. - Strong experience in defining maintenance strategies and asset assessments.	5 days 9am – 6pm - Full time /Contract - Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Knowledge of contract management and vendor oversight. • Familiarity with FM tools, equipment, and procurement practices. • Expertise in preventive maintenance planning and implementation. • Experience in organizational structuring and phased deployment. • Workforce planning and shift scheduling capabilities. • Deep understanding of EHS regulations and QA systems, including training facilitation. • Project management skills with experience in team onboarding and vendor coordination. • Competence in tracking FM KPIs and ensuring contract compliance. • Knowledge of inventory management and procurement systems. • Ability to develop and implement SOPs, site reporting, and communication frameworks. • Experience with performance audits, safety reviews, and QA compliance.	
Project Engineer	<u>Job Description:</u> • Manage client's A&A projects that include minor changes, additional, move, configuration and minor fit out (Projects work are mainly on offices and facilities upgrading). • Plan and manage project schedule. • Conduct Request for Quotation and Request For Proposal. • Conduct weekly meetings, including project working group and project steering committee. • Conduct project progress inspection and defect inspection. • Coordinate with internal and external stakeholders including Landlord, Vendors, Contractors, Suppliers and internal stakeholder. • Support and assist the facilities manager onsite for project request. • Prepare project documentation such as Minutes of Meeting, tender requirement, client brief, authorities' submission (MAA / BP). • Project manage on A&A works and ensuring deliverables timely execute. <u>Job Requirement:</u> • Diploma/Degree qualification in Engineering (Mechanical, Electrical or related fields). • 3 years of project management experience.	• 5 days • 40 hours • Full time /Contract • Location: 469001
Project Executive	<u>Job Description:</u> • Prepare clear development brief in respect of the Project's quality, cost and time requirements and limitations. • Advise on the procurement strategy and prepare project budget and tender documents (precontract & post contract administration and procedures). • Prepare cost estimates, progress payment and final accounts. • Work with Client on the available Projects budget and works to be carried out.	• 5 days • 40 hours • Full time /Contract • Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Perform project management work in building repairs and redecoration, additional and alteration works and new built for Town Improvements Projects implemented. - Prepare tender documents, evaluate tenders received and recommendation to clients for award of contracts. - Conduct regular project meetings with Consultants, Contractors, Clients, and site inspections, etc. - Arrange and attend meetings and site walks with Client's representatives. Job Requirement: - Relevant qualifications in Building, Quantity Surveying, Project Management, or Engineering. - Experience in project management, cost control, budgeting, and contract administration. - Strong capability in tender preparation, evaluation, and procurement processes. - Proven experience managing building repairs, A&A works, and town improvement projects.	
Property Executive	Job Description: - Manage and oversee the preventive and corrective maintenance works related to hard FM (e.g. Building, M&E services, Plumbing & Sanitary)/ soft FM (e.g. Cleaning, Waste, Pest Control, Landscape, etc). - Lead a team of technicians or property officers in fulfilling our service deliverables. - Attend to feedback from building occupants or users on building operations and ensure timely closure of the feedback received. - Manage and oversee Contractors in carrying out their duties, maintenance work and ensure they perform according to expectations. - Manage & oversee the performance of vendors or service providers engaged by JTC (e.g. security officers, car park operator, lifts servicing team, etc.) - Compile service reports and send them to Client. - Plan and implement improvement work for the buildings under his/her care. - Inspect building common areas and tenanted spaces, reporting all defects and non-compliances and taking the necessary follow-up actions to close the cases. - Attend tenancy fit-out meetings. - Carry out enforcement duties. - Source for quotations for ad-hoc repair works, parts replacement or other work. - Prepare cost estimates for ad-hoc maintenance, reinstatement and improvement works. - Order and keep track of spares, inventories, and tools for maintenance works. - Ensure all statutory licenses and permits are renewed timely (e.g. building signage, annual water tank cleaning, periodic structural inspection, periodic façade inspection, etc.). - Assist the FM in preparing the monthly kpi presentation slides and management report. - To undertake other work assignments which the Management may assign.	5 days 9am-6pm - Full time/ Contract - Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<u>Job Requirement:</u> • Diploma in Electrical / Mechanical /Building/ Facilities Management from a recognized polytechnic with a minimum of 3 years of relevant work experience preferably in commercial or industrial real estate with facility management experience required. • Experience in maintenance, construction, engineering and all facets of property operation and building management are preferred. • CMMS/Work Order Management experience is preferred.	
Property Officer	<u>Job Description:</u> • Conduct regular inspections of estate to assess maintenance needs, cleanliness, and safety standards. • Coordinate with vendors, contractors, and internal teams to schedule and oversee maintenance and repair works. • Attend to feedback, concerns, and complaints promptly and professionally. • Supervise and inspect trial pits to ensure no illegal dumping, buried structures and free from contamination before handing / taking over the land from / to Agencies / lessees. • Preparation of inspection / progress / monthly report and submit to the management. • Supervise Term-Contractor performing inspection and maintenance regime. • Raise any hazardous / safety concern observed during surveillance and inspection within the estate to the management. • Review quotations and prepare the cost estimation report and submit to the management. • Perform any other duties and responsibilities as assigned by management. <u>Job Requirement:</u> • Estate management requires travelling from location to location to perform the task efficiently, company transport will be provided. • In estate management, it's essential for individuals to feel at ease working outdoors, embracing the dynamic environments inherent to the role. • Excellent communication abilities for engaging with clients and various stakeholders effectively. • Demonstrated capability to collaborate seamlessly within a team and work independently when required. • Class 3 driving license / Class 2 driving license with own transport will be an added advantage. • Educational requirement – Diploma in facilities management / related field.	• 5 days • 9am-6pm • Full time/ Contract • Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Quantity Surveyor	<u>Job Description:</u> Project • Prepare, review, and negotiate project tenders (if any), contracts, variations, and claims. • Support quotation preparation and provide cost advice during project planning. • Manage cost planning, budgeting, forecasting, and financial reporting throughout the project lifecycle. • Conduct progress claims and prepare interim and final accounts. • Provide value engineering recommendations to optimize project outcomes. • Monitor contractor performance and ensure compliance with contractual obligations. • Assist in project management activities to support timely and cost-effective delivery. Operations • Prepare and submit monthly payment claims (COP – Certificate of Payment) and final accounts for ongoing facilities management contracts. • Track, analyze, and report on operational cost performance, identifying variances and recommending corrective actions. • Support procurement, including evaluation of service contracts, suppliers, and subcontractors. • Review of subcontractor and supplier's invoices. • Collaborate with operations teams to manage unplanned work, variations, and emergency requests. • Review and recommend the appropriate SOR/FSR to apply in the quotations and claims. Contract Administration • Ensure compliance with all contractual obligations and company policies. • Maintain proper documentation of claims, correspondence, and approvals. • Support dispute resolution and provide advice on contractual risks and opportunities. • Prepare monthly reports and provide insights into management decision-making. Team & Stakeholder Engagement • Work closely with Quantity Surveyor, Project Manager, Facilities Managers, Facilities Executives and clients to ensure alignment on project and operational deliverables. • Foster strong relationships with clients, consultants, and subcontractors to support long-term partnerships. <u>Job Requirement:</u> • Bachelor's Degree in Quantity Surveying, Engineering, or related field. • Experience in cost planning, budgeting, and contract administration. • Knowledge of procurement processes and evaluation of service contracts.	• 5 days • 9am-6pm • Full time/Contract • Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Senior Assistant Engineer	<u>Job Description:</u> - Lead a team of Technicians to carry out daily to daily operation duties. - Assist the Engineer in attending reactive maintenance (RM). - To perform scheduled preventive maintenance and reactive maintenance. - To conduct daily routine checks for the M&E equipment, plant rooms and maintain the equipment in good operational condition. - To assist with Venue Team requests during event and non-event days. - Manage, plan and execution of the Scheduled Facility Program Maintenance (SFPM). - Quick response to all Reactive Maintenance are completed within contractual requirement. - Assist the Engineer to review and ensure critical spare part availability. - Completion and follow up on any other works assigned by supervisor. <u>Job Requirement:</u> - Diploma in Electrical / Mechanical /Building/ Facilities Management from a recognized polytechnic with a minimum of 3 years of relevant work experience preferably in commercial or industrial real estate with facility management experience required. - Experience in maintenance, construction, engineering and all facets of property operation and building management are preferred.	5 days 9am-6pm - Full time/Contract - Location: 469001
Senior Engineer	<u>Job Description:</u> - Carry out inspections, quality control, and supervision of FMC technicians and sub-contractors when directed by the Corporation. - Deal with incidents, complaints, breakdowns and repairs related to M&E systems. Be fully competent in providing engineering and technical assessment in troubleshooting, identifying the appropriate causes, review and implement the appropriate solutions to be executed by the sub-contractors and other service providers. - Provide 24-hour emergency support by functioning as the initial first response to an emergency situation and be familiar and trained in the appropriate process and procedures. - Prepare cost estimate for ad-hoc work. - Use of Computerized Maintenance Management System (CMMS) to create work request, update and close case. - Be familiar with the use of e-PTW system. - Be familiar as users of the functionality of the IBMS/BMS system's alarm management module and maintenance module. - Undertake any other work necessary for effective operations of the Properties / Estates or as directed by the Corporation or reporting officer. - Assist in the monthly reports for M&E systems.	5 days 9am-6pm - Full time/Contract - Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Take accountability and ownership of Workplace Safety & Health standards and outcomes in building up a Safety Culture. <u>Job Requirement:</u> - Diploma in Engineering (Mechanical, Electrical or related fields) with at least 10 years of relevant experience. - Degree in Engineering (Mechanical, Electrical or related fields) with at least 5 years of relevant experience.	
Senior Project Engineer	<u>Job Description:</u> - Prepare agendas, develop and maintain master project budgets and timelines as required for each project and project phase to ensure overall project objectives are met. - Prepare and coordinate project reports and draw reviews for clients, property/facility management team, and project team (as applicable) at conceptual, schematic, design development and construction phases of project. - Manage the tender process from initiation, conduct site walks, interviews and make proposal based on PQM. - Review requisitions, change orders and other invoices associated with the project and confer with client and property management on costs and impacts. - Collaborate with other teams to ensure smooth execution of projects. - Adhere to government laws and regulations and established rulings of government authorities, including building codes, safety regulations, etc. - Documentation including budget disbursement, raising Purchase Request, LOA and proper closure of project (work completion, defect clearance), as well as inter-departmental billing. <u>Job Requirement:</u> - Diploma in Engineering (Mechanical, Electrical or related fields) with at least 10 years of relevant experience. - Degree in Engineering (Mechanical, Electrical or related fields) with at least 5 years of relevant experience.	5 days 9am-6pm - Full time/Contract - Location: 469001
Technical Executive	<u>Job Description:</u> - Complies with all applicable codes, regulations, governmental agency and Company directives related to building operations and work safety. - Leads operations, assigns work orders, and/or provides technical and procedural training of coworkers and subcontractors. - Arranges for subcontractors as needed. - Consults with clients to schedule preventive maintenance and other downtime to minimize business interruption and inconvenience. - Formulates and implements a preventive maintenance program to ensure that building machinery and systems meet or exceed their rated life. - Monitors and maintain CMMS (Computerized Maintenance Management Systems). - Monitors building systems including electrical LV systems, generators, UPS, HVAC, fire systems and plumbing to ensure	5 days 9am-6pm - Full time/Contract - Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	operation of equipment is within design capabilities and achieves environmental conditions prescribed by client. • overseas and inspects the work performed by engineering staff. Determines that work is complete, equipment is fully functional and client space is in prime working conditions. • Responds quickly to emergency situations including first level of troubleshooting and minor fault rectification for M&E, summoning additional assistance as needed. • Assist as needed with routine preventative maintenance functions (electrical LV systems, generators, UPS, HVAC, fire systems & etc.). • Ability to perform work independently after being given specific instructions. • Must be able to work effectively with other team members and safety conscious environment. • Follow company and customer rules and guidelines. • Respond to customer requests. • Performs other duties as assigned. • You shall be required to take accountability and ownership of workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. Job Requirement: • Degree / Diploma in Mechanical Engineering, Electrical Engineering, Facilities Management, or a related field (preferred). • 1-3 years of experience in facilities engineering, building maintenance, or plant operations. • Exposure with HVAC, electrical, plumbing, fire protection, and building automation systems (BAS). • Experience with preventive maintenance programs and troubleshooting equipment.	
Technical Officer	Job Description: • Operation Role • Manage day-to-day operations, daily data log in, and attend daily operation toolbox meeting; • On duty to standby for response to emergency fault calls after officer hour; • Liaise with site users and prepare and submit work proposals for job requests received; • Prepare costing, condition assessment, and proposal for Corrective Maintenance works before required Timeframe in contract; • Execute Adhoc works including construction projects which involve building A&A works, Structural Repairs, renovation projects, M&E equipment installation projects, etc., and submit Certification Of Completion before Purchase Order need by date; • Supervise sub-contractors' work, checks and certify Maintenance Works service reports; • Participate in site maintenance programs such as Management By Walking Around (MBWA) with users; Safety inspection; 6"S", etc.; • Maintenance Role	• 5.5 days • 9am-6pm (Mon to fri) 9am-12pm (Sat) • Full time/ Contract • Location: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Attend daily operation toolbox meeting, and participate in site maintenance programs such as MBWA with users; Safety inspection; 6"S", etc. - Coordinate with Service Partners (SP) and Inspection team to plan Annual & Monthly Schedule (including scheduled inspections) according to Quality Control Procedures and submit for approval; - Responsible for inventory record, drawings, documentation, Defect Liability Period registers, and legal registry; - Compile and maintain service reports, Licenses/Certificates on site; - Prepare and submit Certificate of Completion for Maintenance Works and Services monthly and prepare monthly claims. - Follow up Contractor SP to carry out corrective maintenance and to rectify defects reported by Quality Control/Quality Assurance auditor/Users; - Perform additional role such as Safety Lead and/or FSM Inspection. <u>Job Requirement:</u> - Diploma in Facilities Management / Mechanical Engineering / Electrical Engineering / Building Services or equivalent. 2 years relevant Facilities Operation experience in a FM service provider / factories / owner. - FSM / ECO / other FM and Safety related certificates will have added advantages.	

#2 e2i Services

- Career Coaching & Job Matching
- Skills Future Advice

We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.



<https://e2i.com.sg/app>

You can also reach them at the following centres (By appointment only):

**e2i Career Centre
(Devan Nair Institute for Employment and Employability)**

80 Jurong East St 21,
Level 2, Singapore 609607

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(One Marina Boulevard)**

1 Marina Boulevard, #B1-03,
Singapore 018989

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Our Tampines Hub)**

ServiceSG Centre Our Tampines Hub,
1 Tampines Walk, #01-21,
Singapore 528523

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Woodlands Civic Centre)**

ServiceSG Centre Woodlands,
900 South Woodlands Drive,
#03-01 Woodlands Civic Centre,
Singapore 730900

Or make an appointment at any of our 23 Jobs & Skills Centres located island wide:

<https://www.e2i.com.sg/locations/#SGUJSC>

NTUC Job Security Council's Telegram Channels

Be alerted to daily on the latest job vacancies from hiring companies

Subscribe to **PMET Job-Alert**

(e.g. Analysts, Engineers, Executives, Technicians etc)

<https://bit.ly/jsc-ja-pmet>



Subscribe to Non-**PMET Job-Alert**

(e.g. Temporary, Part-time jobs, Operators, Packer roles)

<https://bit.ly/jsc-ja-nonpmet>

